



Dear Applicant,

Thank you for your interest in becoming a Volunteer Crisis Intervenor with Chimo Helpline Inc. Attached you will find a list of forms comprising the application package. In order for us to consider you for an interview, all forms **must** be completed and returned to Chimo Helpline either via e-mail or regular mail.

All forms can be signed electronically, however, you may be asked to sign them again in person either at your interview or at a later date. Once you have been accepted for an interview, you will be contacted by phone or e-mail to schedule a convenient time. If you have already completed the ASIST (suicide prevention) certificate, a copy of the certificate will be sufficient.

Forms to be returned:

- Application Form
- Volunteer Agreement
- **Copy** of your police background check. If in Fredericton, please bring the attached cover letter (from Lisa O'Blenis) to City Hall and ask for the two-page police background check. The Police record checks are done through City Hall which is located at the corner of Queen and York. They can be picked-up at the police station which is located on the corner of Queen and Westmorland. If you already have had a police background check done within the last 3-4 months, please provide us with a copy. Also, if you are from outside of the city, your local police can provide this service.
 - Please retain the original copy of your police background check
 - We will only accept recognized city/provincial police departments, the RCMP or other recognizable police organizations. **Do not send background checks obtained from other sources.**
 - Bring your Chimo Helpline Inc. cover letter when submitting your background check, as some police departments will give a discount when the enquiry is required for volunteering; i.e. Fredericton City charges \$28.00 regular fee and \$11.50 for volunteering.

Please remember to sign & date all forms and to also provide:

- Your e-mail address
- Any changes to your address, phone #, etc.

Should you have any questions, please do not hesitate to contact me. Looking forward to meeting you!

Sincerely,

Lisa O'Blenis
Executive Director



VOLUNTEER APPLICATION FORM

Full Name:		Date of Birth: D ____ M ____ Y ____	
Maiden Name (if applicable)		Home #: () ____ - ____	
Current Address:	Alternate Address:	Work #: () ____ - ____	
		E-Mail: _____	
Occupation:		ASIST Certificate (Suicide Intervention): No: ____ Yes: ____ When? ____	
Fill out references even if located in another province, state or country		Languages Spoken: _____ Written: _____	
Reference #1: Name: Phone #: Address:		Reference #2: Name: Phone #: Address:	Reference #3: Name: Phone #: Address:
Reasons for wanting to volunteer with Chimo Helpline Inc.:			
Describe previous volunteer experience:			
What personal or professional experience would make you an asset for Chimo Helpline Inc.?			
Skills, Interests and Hobbies:			
When will you be available for volunteering? (Check as many as apply) <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Early Evening <input type="checkbox"/> Late Evening <input type="checkbox"/> Weekends <input type="checkbox"/> Unsure			



AGREEMENT WITH CHIMO

In order to maintain the high standards that are essential to our organization, your ability to be a Helpline volunteer will be assessed at various stages during training and afterwards on the Helpline. Chimo has the right to refuse any applicant qualified or not, based on the needs and funding of the organization. Any decision will be made in full consultation with you.

Once your application is processed, you will be notified of our decision. If accepted, you will meet with members of Chimo to discuss what is involved in Volunteer Crisis Intervention. If you are still interested and you pass your interview, you will proceed to be trained as an intervenor. Once you have learned Crisis and Suicide Intervention, you will begin in-house training that involves three shifts with a staff member who will evaluate your skills and abilities. You must pass Suicide Intervention in order to volunteer on the phones.

As a Volunteer Crisis Line Intervenor, you are required to do three four-hour shifts or 12 hours per month for a minimum of 100 hours or one year. Failure to complete in-house training shifts within a reasonable amount of time or not showing for a shift without notice will result in termination.

In order for your interview to proceed, you must complete and sign this form, the "Prior Contact Check" form and if you have not done so already, the "Application for Clearance Letter" form.

I, the undersigned, do hereby authorize Chimo, Family & Community Services and the police to make such investigations as they deem necessary to approve or decline this application. I have read and accept the above and I hereby agree to maintain confidentiality in all matters pertaining to Chimo Helpline Inc.

Signature

Date

OFFICE USE ONLY

Date application received: _____

Police Screening rec'd: _____ or No

Family & Com. Ser. Rec'd: _____ or No

Application Accepted: Yes No

Volunteer Coordinator Signature

Date



VOLUNTEER AGREEMENT

As a Volunteer Crisis Intervenor with Chimo Helpline Inc.,

I _____ agree to:

1. Attend all of the training made available to me, including the 2-day Suicide Intervention Workshop (mandatory to be able to take crisis calls). I also understand that I will not be issued either the Suicide Intervention Certificate or a reference until I have completed 100 hours of volunteer service.
2. Commit myself to volunteer with Chimo Helpline Inc. for 100 hours or one year. Once completed, I will have the option to continue for as long as I would like.
3. Volunteer to sign-up a month in advance for 3 shifts, each 4 hours, per month. I understand that failure to do so can lead to my termination.
4. Contact the office as soon as possible when I cannot attend a scheduled shift.
5. Respect the confidentiality of all calls handled by myself and all other volunteers and staff.
6. Keep the location of Chimo confidential at all times.
7. Bring all concerns relating to others and myself to the attention of the Volunteer Coordinator and/or the Executive Director.

For my safety as a volunteer as well as for the safety of other volunteers/staff and callers, I
_____ *agree:*

1. Not to reveal my identity to the callers or the public. Also, I agree not to meet or to arrange to meet, with a caller. *We hold a high quality of service at Chimo and it is imperative that our crisis intervenors remain anonymous.*
2. Not to discuss Chimo related information outside of Chimo Helpline Inc. *The impact of the information being overheard could be potentially detrimental to the caller.*
3. That in the event that any of the above policies are not followed or Chimo is deemed not an appropriate placement for you, Chimo Helpline Inc. reserves the right to terminate your volunteer position.

I have read and understand this agreement. I accept my responsibilities as a Chimo Helpline Inc. Volunteer.

Volunteer Signature

Date

Please return this form to the Chimo representative present or the address below:

Chimo Helpline Inc.
P.O. Box 1033
Fredericton, NB E3B 5C2